

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2020-11**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Community Service Aide
OPENING DATE:	March 11, 2020
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Safety / Law Enforcement Program
SALARY RANGE:	NE-6; \$11.16 per hour

Position Summary:

Under direct supervision of the Police Sergeant/Patrol, the Community Service Aide assists law enforcement personnel with non-emergency calls to gain knowledge and experience for eventual police officer certification. Complies with and fulfills requirements of Professional Development Plan. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Complies with Professional Development Plan by completing assignments to branches within the Law Enforcement Program, including Animal Control, Telecommunications, Criminal Investigations, Open Space, Patrol, Security, and Detention to receive on the job training.
- Is introduced to various aspects of law enforcement academy structures, including para-military processes.
- Receives written and verbal training on the Law Enforcement Program Standardized Operating Procedures and on the Pueblo of Laguna Personnel Policies and Procedures.
- Is introduced to physical fitness training monitored by a certified PEB Instructor.
- Receives classroom and practical instruction in all facets of law enforcement including community oriented policing strategies.
- Supports sworn officers in response to police calls, emergency medical calls and reports of crime.
- Assists motorists with tire changes, gas refueling, minor mechanical issues, tow truck requests, and transports if required. Assures roadside safety.
- Assists certified officers with taking measurements, collection of information, and direction of traffic at crime and accident scenes.
- Conducts minor non-injury crash investigations.
- Completes tow-in report and waits for wrecker; handles abandoned vehicles per established procedures.
- Conducts police vehicle transport activities.
- Programs and sets up electronic message boards.
- Patrols communities and conducts checks on homes, businesses, and on welfare of elders.
- Notifies supervisor or other appropriate personnel when security breaches occur.
- Assists with lost and found items processes and procedures.
- Provides transportation services and pick up/delivery services as directed.
- Completes required reports to document services provided.
- Assists with special events to promote Community Policing efforts.
- Completes 16 hours of in-service training annually.
- Complies with mandated medical physicals and physical fitness assessments.
- Maintains required certifications.
- Attends and participates in classes, workshops, and training in compliance with goals and objectives set out in development plan.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Must be 18 to 21 years of age. CPR Certification required. Must be an enrolled Laguna tribal member. Commitment to complete Professional Development Plan. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Community Service Aide is designated as a High Risk Public Trust (HRPT) position.

All Indian Country Law Enforcement Programs receiving Federal funding and/or authority must ensure that all Law Enforcement program personnel successfully complete a thorough background investigation. The following laws are applicable when conducting background investigations for this position:

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- PL 101-647: Crime Control Act of 1990
- PL 90-618: Gun Control Act
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work efficiently under stressful conditions.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to follow oral and written instruction.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES